

## FAYETTE COUNTY

### AUDITING & ACCOUNTING MANAGER

Position Description

Non-Exempt

---

#### OVERALL OBJECTIVE OF JOB

To manage accounting systems and audit functions; to monitor federal and state accounting regulations and ensure compliance. Also acts as liaison between County Controller's office and other county departments and agencies.

#### ESSENTIAL FUNCTIONS OF JOB

1. Monitors and maintains fund accounting system.
2. Develops, updates and maintains auditing and accounting guidelines.
3. Analyzes accounting systems and internal controls and recommends areas for improvement and/or corrective action.
4. Reviews accounting entries and performs adjustments as needed.
5. Resolves accounts payable coding discrepancies.
6. Coordinates audits of county departments and agencies.
7. Reviews audits for accuracy and completeness.
8. Closes accounts payable and general ledger systems monthly and annually.
9. Reviews tax recapitulations for accuracy and completeness.
10. Assists Chief Deputy Controller with review and preparation of quarterly reports as necessary.

#### OTHER DUTIES OF JOB

1. Prepares annual financial statements.
2. Trains internal auditors.
3. Coordinates and supervises accounting system transitions in accordance with Governmental Accounting Standards Board (GASB).
4. Researches financial issues and prepares special financial analyses as needed.
5. Recommends fiscal policy in cooperation with fiscal analyst.
6. Participates in county budget preparation.
7. Performs audits as necessary.
8. Attends meetings and training sessions as required.

#### SUPERVISION RECEIVED

Receives assignments from the Controller. Receives occasional instruction and some supervision from the Deputy Controller.

#### SUPERVISION GIVEN

Oversees accounting-related work of clerical staff as appropriate. Directs staff in preparation of audit reports. Supervises clerical staff in addition to Controller or Deputy Controller(s).

#### WORKING CONDITIONS

1. Works indoors in adequate work space and lighting.

Position DescriptionWORKING CONDITIONS (Cont'd.)

2. Works with average indoor exposure to noise, frequent disruptions and relatively high stress.
3. Travels occasionally to various agencies and offices to conduct audits.

PHYSICAL/MENTAL CONDITIONS

1. Must possess hearing, seeing, speaking and reasoning senses necessary to carry out job duties.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching as necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONSA. EDUCATION/TRAINING

Bachelor's Degree in Accounting required. Master in Professional Accounting (MPA) preferred and/or licensed as a Certified Public Accountant (CPA) preferred

B. WORK EXPERIENCE

3 years general finance or accounting or 1 year governmental accounting preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess effective oral and written communication skills.
3. Must possess knowledge of commonly accepted accounting principles and procedures.
4. Must possess ability to apply and adapt established accounting methods to a variety of accounting transactions and situations within the County.
5. Must possess ability to assemble, analyze and prepare reports and statements of financial data.
6. Must possess ability to analyze and interpret accounting records and to research issues in question.
7. Must possess the technical knowledge of operating personal computers and other office equipment.
8. Must possess knowledge of Excel, Lotus or other spreadsheet application.
9. Must possess ability to maintain confidentiality in regard to financial information and records.

Position Description

---

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont'd.)

- 10. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.
- 11. Must possess initiative and problem solving skills.
- 12. Must possess excellent organizational skills.
- 13. Must possess ability to function independently yet work effectively with clients, co-workers and others.

\*\*\*\*\*

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF AUDITING & ACCOUNTING MANAGER AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.